



DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 1.4.7	Subject: FIELD TRAINING OFFICER PROGRAM (FTO)
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 5
Section 4: Training and Staff Development	Revision Date:
Signature: /s/ Bill Slaughter	Effective Date: Mar. 1, 2002

I. POLICY:

It is the policy of the Department of Corrections to establish a Field Training Officer and Evaluation Program for newly assigned Correctional Officers, Drill Instructors, and Parole and Probation Officers.

This program is to be used for the mentoring of new officers and to provide specific training on the skills and abilities required of new officers.

II. IMPLEMENTATION:

This policy was implemented on the effective date.

III. AUTHORITY:

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Powers and Duties of Department of Corrections

IV. DEFINITIONS:

Curriculum means the program's training program consisting of a progressive sequence of job-related knowledge, skills and abilities (herein referred to as KSA's) that all officers must possess in order to effectively and safely carry out their duties. Phase training implements a gradual introduction of trainees into a structured sequence of increasingly more complex training concepts and issues.

Extended Training means training beyond the established time periods.

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Field Training Officer (FTO) means an officer selected to provide individual on the job training (OJT) to train and evaluate competencies.

FTEP means Field Training and Evaluation Program that consist of the KSA's necessary for all officers in the performance of their duties. The FTEP pays special consideration to those human factors that are unique to the correction's scope. The FTEP is designed to follow the basic training at MLEA. The Warden/Division Administrator may grant exceptions to this process.

FTO Coordinator means the individual assigned to manage the FTO program for the facility/division/region.

FTOP means Field Officer Training Program. The program's primary purpose is for new officers, but it may be used by the existing staff to improve performance.

Mentoring means addressing the personal side of the new officer's position, such as; family concerns, safety concerns, new employee anxiety.

Officer means Correctional Officer, Drill Instructor or Probation and Parole Officer.

Probation means the initial probationary period for all new hires. Under certain conditions the Warden/Division Administrator may extend the probationary period.

Trainee Task means a checklist that will be used to track and document the development of the trainee. Each facility/region will develop a checklist unique to their facility/region.

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V. PROCEDURES:

A. Selection of FTO's:

1. Qualifications:

Field Training Officers will be selected based on job performance and potential for supervision. Appointees will have more than two years, but less than five years experience. Exception to the five-year provision must be based on a lack of applicants, or an outstanding performance on the part of the applicant.

2. Selection Procedure:

The Warden/Division Administrator will appoint the FTO's for a term not to exceed four years.

a. Selection of FTO's will be made based upon:

- i. job performance
- ii. appearance and conduct on and off the job
- iii. supervisory recommendation
- iv. interview (behavioral based preferred)
- v. a policy scenario/performance based written examination

Prior to selecting an FTO the Warden/Division Administrator will submit the names of potential nominees to the Human Resources Bureau. This bureau will review the applicants and provide a recommendation to the Warden/Division Administrator.

3. Training of the FTO's:

- a. All FTO's will be trained prior to serving in the role of an FTO.
- b. The Policy/Staff Development Bureau will conduct the FTO training annually or as needed. The training will consist of:
 - i. personality type indicator;

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- ii. adult learning theory;
- iii. evaluation techniques;
- iv. ethical practices;
- v. situational leadership;
- vi. conflict resolution;
- vii. liability issues;
- viii. interpersonal communications;
- ix. policy and best corrections practices; and
- x. employee performance evaluations.

4. FTO/OJT Program:

All newly employed officers must be assigned to an FTO. The FTO will:

- a. Make contact with the newly assigned employee prior to their first shift.
- b. Accompany the new employee on the new employee's first shift.
- c. Introduce the new employee to the immediate chain of command personnel.
- d. Act as a mentor to the new officer.

FTO's may also be assigned to current employees to enhance their performance.

The FTO Program will consist of four phases:

- a. Phase I is an introductory period. During phase I, trainees are introduced to the facility/region office. They participate in general orientation, review basic officer practices, and are gradually introduced to new KSA's and tasks. This phase covers officer safety and is intended to reduce the liability to the Department and trainee. It is preferred that new officers attend MLEA prior to participating in Phase I.
- b. Phase II is more complex than Phase I, and is the time during which trainees shed their unfamiliarity with their new roles.

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- c. Phase III is the practical application portion of the OJT/FTEP. The FTO will monitor the progress of the trainee through the regular chain of command. The FTO is available to the trainee for advice and counseling.
- d. Phase IV is the last phase of formal training. Phase IV is characterized by advanced training and the polishing of KSA's learned in earlier phases. In the last two days of Phase IV, the trainee will have their final evaluation unless the Warden/Division Administrator grants an extension of the probation period beyond Phase IV.
- e. It is anticipated that all phases will be completed within six months from the date of hire, unless the Warden/Division Administrator grants an extension of the probation period.

5. Assignment of FTO's:

An FTO will be assigned to each trainee for each of the phases. Facilities with enough FTO's may elect to change an FTO during the different phases. The trainee, the FTO, or the FTO Coordinator may initiate a request for the change of an FTO.

The FTO assignment may be considered a vehicle for promotional opportunity.

6. Quality Assurance:

Each facility will establish a quality assurance program. At a minimum, the program will address the following:

- a. quality of the training materials;
- b. quality of instruction;
- c. quality of trainees; and
- d. FTO performance.

VI. CLOSING:

Questions concerning this policy should be directed to the Department Human Resources Bureau.